

Wrightstown Community School District
Reading Specialist
(Job Description)

Primary Objective

- The reading specialist acts as a consultant/resource person as well as instructor of students with special needs in acceleration, correction or remediation of reading/language arts skills.

Performance Responsibilities➤ District Leadership

- Serve as a resource to the K-12 reading/language arts teachers.
- Provide leadership and support in teaching and integrating reading/language arts skills in all content areas.
- Provide leadership and support in the development and implementation of the K-12 reading/language arts program.
- Serve as a resource person for administrators, classroom teachers, remedial/Title I reading teachers, LMC directors, parents and students to improve the instruction of reading/language arts.
- Lead and facilitate literacy team efforts.

➤ Instructional Responsibilities

- Provide instruction to students grades K-4, who are experiencing difficulties with reading, motivates students, and addresses specific reading/writing needs within multiple contexts.
- Provide reading enrichment to students reading above grade level as needed.
- Model and demonstrate lessons with classrooms that improve students' literacy performance.
- Complete individual assessments per teachers' request using district assessments for ability.
- Interpret assessment information into implications for instruction and prepare a written report for the student's cumulative records.

➤ Communication

- Communicate to the building principal any reading/language arts program concerns.
- Provide assistance as requested by:
 - ✓ Participating in parent conferences.
 - ✓ Answering parent concerns in formal and informal settings to encourage support for their child's reading/language arts development.
 - ✓ Provide suggestions for reading/language arts activities.
 - ✓ Serving as a resource to promote parental support of the reading/language arts program goals.

➤ Staff Development

- Provides district staff development in reading and writing
- Facilitate study groups as needs arise.
- Promote professional development in reading/language arts.

➤ Other Responsibilities

- Serve as district liaison to CESA 7 on literacy initiatives.
- Participate in department, staff, and curriculum meetings.
- Apply for position related grants
- Perform any and all other duties as prescribed by the District Administrator

Reports To

- Building Principals and District Curriculum Coordinator

Qualifications

- Certification from the Wisconsin Department of Public Instruction as a Reading Specialist.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Evaluation

- Annual written evaluation to be completed jointly by the building principal and curriculum director.

Adopted: March 21, 2007

Reviewed:

Revised: